

OLDCReport Forms

Courseware

Version 1.0 – September 2011



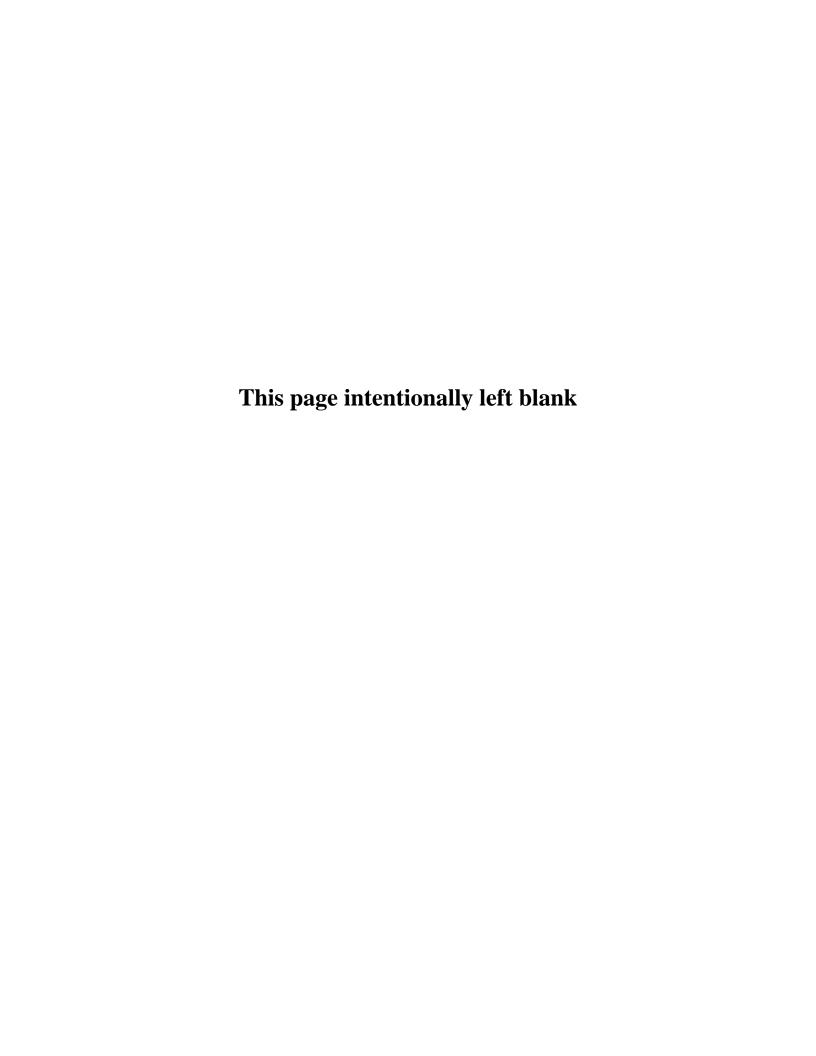


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Lesson 1 - Introduction

What is On-Line Data Collection (OLDC)?

On-Line Data Collection (OLDC) system was designed to allow grantees of the U.S. Department of Health and Human Services to submit grant forms and other data over the Internet.

Benefits of OLDC

- Report forms can be submitted quickly over the Extranet (secure Internet site)
- New forms are added and form modifications made continuously
- Rule validation and checks can be added or modified in concurrence with policy changes

User IDs and Passwords

- New User IDs and passwords are sent via two e-mails from the On-Line_Data_Collection_System@acf.hhs.gov:
 - First e-mail contains Username and Security Policy
 - Second e-mail contains only the temporary OLDC Password

Note: Please make sure that any spam blockers are not preventing you from receiving your user id and password. Make sure that all emails are being accepted from On-Line_Data_Collection_System@acf.hhs.gov.

- If either e-mail is not received, please contact the Partner Support and Training Center for assistance:
 - Phone: 1-866-577-0771
 - E-mail: <u>app_support@acf.hhs.gov</u>

- Courseware Version 1.0
- The first time you log into Secure Sign-In, you are asked to change your password for security purposes. Your password must contain 9 characters with a combination of upper and lower case letters and at least one number. The password cannot start with a number; it must start with a letter. Secure Sign-In is the web portal where you will login to access OLDC and it is case sensitive.
- You must also enter a Challenge Question and Answer:
 - Established for security purposes for the life of the OLDC account
 - If you forget your password, access the **Forgot Password?** link which allows you to answer your own question and have a new password automatically sent to your e-mail
 - Choose from a list of questions such as "What is your city of birth?" or "What is your favorite movie?"

Login to OLDC

Menu Navigation

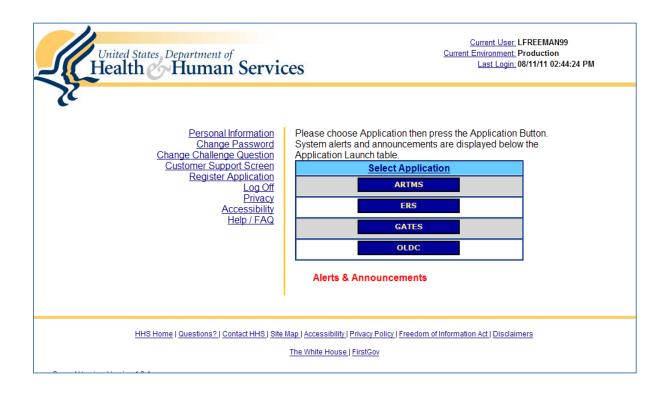
To login into OLDC:

1. Visit https://extranet.acf.hhs.gov/ssi/. The Secure Sign-In (SSI) screen will appear.

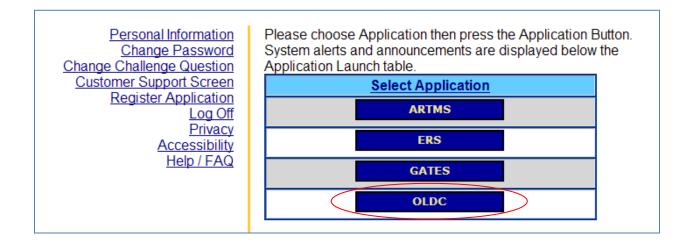


2. Enter your **ID** and **Password** and click on the **Login** button. The system will prompt you to change your password upon the first login. The Select Application screen will appear.

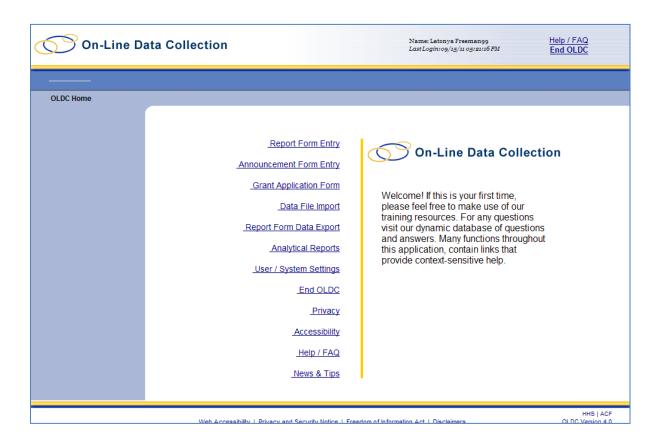




3. From the Select Application section, select the **OLDC** application button/link. The On-Line Data Collection Welcome screen will appear.



Note: The OLDC application will launch in a separate browser so be sure to turn off your Pop-Up blockers.



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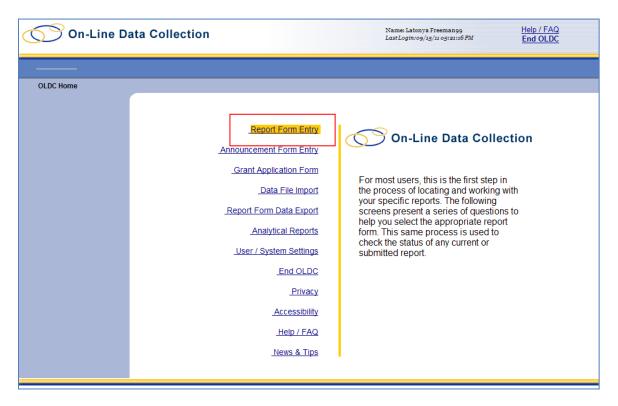
Lesson 2 - Accessing the Report Form

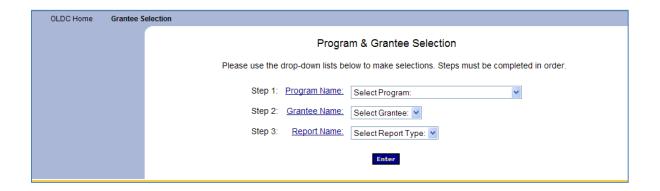
Program & Grantee Selection

Menu Navigation

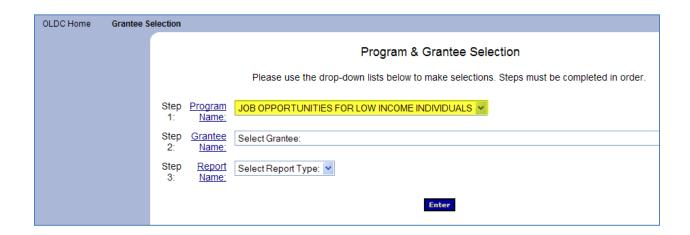
To access the Program & Grantee Selection screen:

- 1. Visit https://extranet.acf.hhs.gov/ssi/. The Secure Sign-In (SSI) screen will appear.
- 2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will appear.
- 3. Select the **OLDC** application button/link. The On-Line Data Collection Welcome screen will appear.
- 4. Click the **Report Form Entry** link. The Program & Grantee Selection screen will appear.

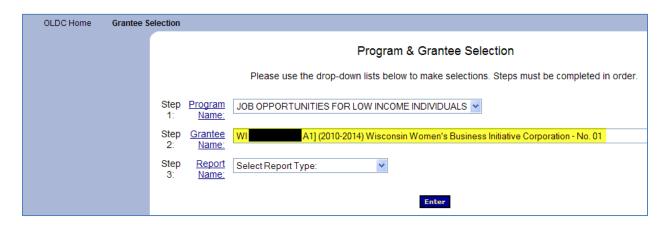




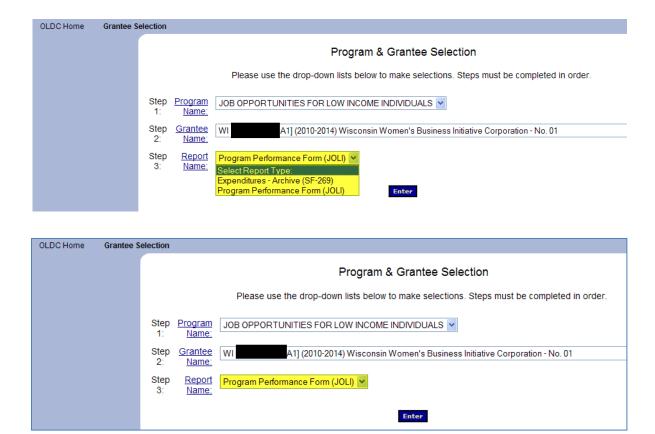
5. Select the **Program** from the Program Name drop-down list.



6. Select the Grantee from the Grantee Name drop-down list.

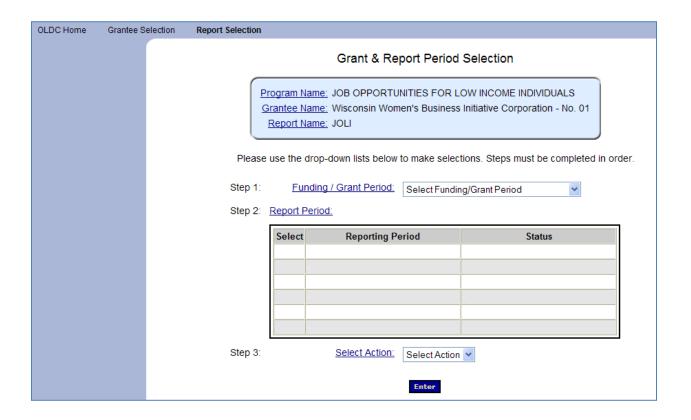


7. Select the **Report Type** to be created, modified or viewed from the Report Name drop-down list.



8. Click the **Enter** button. The Grant & Report Period Selection screen will appear.





Grant & Report Period Selection

The Grant & Report Period Selection screen allows you to perform the following tasks:

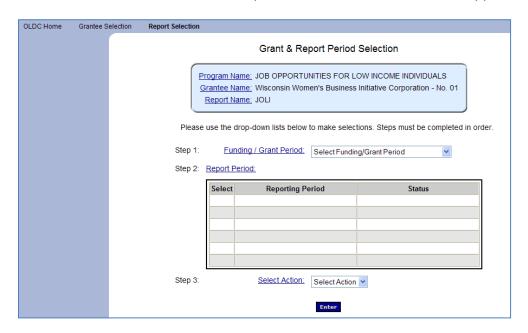
- Enter a New Report
- Edit Reports that have been saved to correct errors
- Revise a report that has been submitted to reflect new data*

*Note: The original report is retained for historical reference and is not changed.

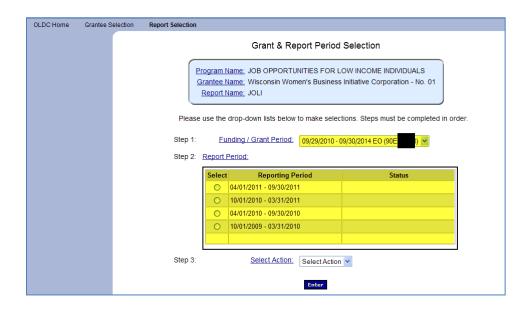
Menu Navigation

To navigate through the Grant & Report Period Selection screen:

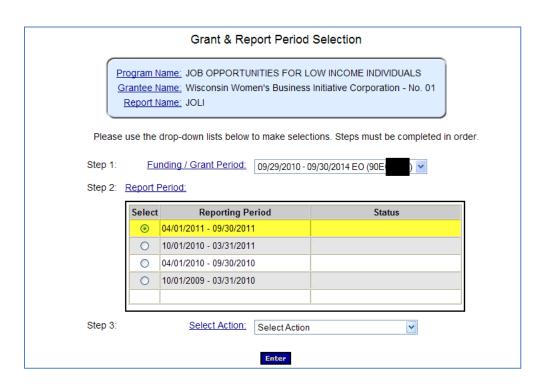
- 1. Visit https://extranet.acf.hhs.gov/ssi/. The Secure Sign-In (SSI) screen will appear.
- 2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will appear.
- 3. Select the **OLDC** application button/link. The On-Line Data Collection Welcome screen will appear.
- 4. Click the Report Form Entry link. The Program & Grantee Selection screen will appear.
- 5. Select the **Program** from the Program Name drop-down list.
- 6. Select the **Grantee** from the Grantee Name drop-down list.
- 7. Select the **Report Type** to be created, modified or viewed from the Report Name drop-down list.
- 8. Click the **Enter** button. The Grant & Report Period Selection screen will appear.



9. Select a **Funding/Grant Period** from the Funding/Grant Period drop-down list. A list of Reporting Periods will appear in Step 2.

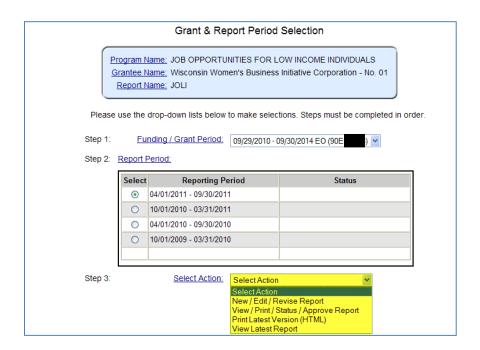


10. Select a **Reporting Period** by selecting the appropriate radio button in the Select column.

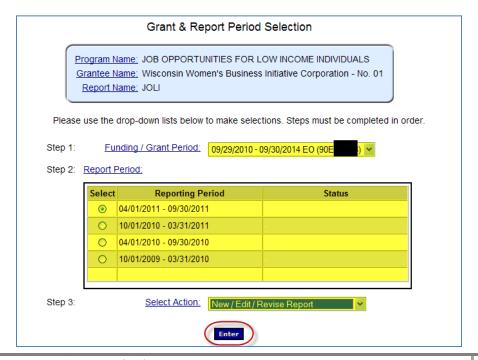


Note: Notice that the Status column is empty because no action has been performed on this report as of yet.

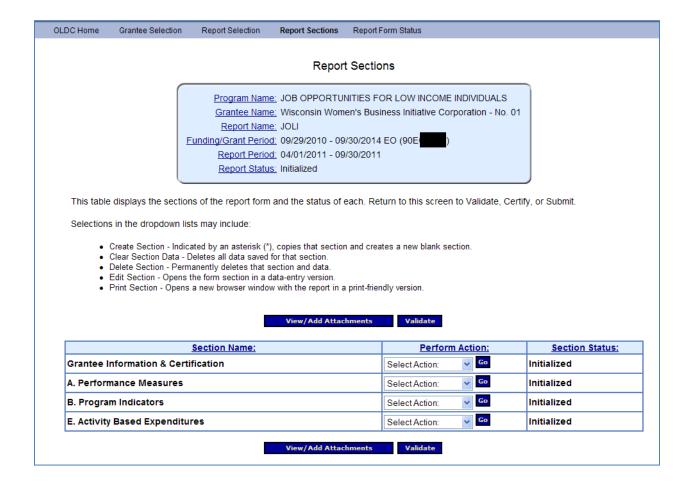
11. Select an **Action** from the Select Action drop-down list.



12. Click the **Enter** button. The Report Sections screen will appear.



Note: Selecting the New/Edit/Revise action will change the Status to Initialized.



Report Form Entry - Navigation

- Click any of the links in the navigation path to return to previous screens in OLDC.
 - The browser "back" button is disabled for security purposes
- The links appear and disappear as different screens are accessed.



Report Sections

Menu Navigation

To access the Report Sections screen:

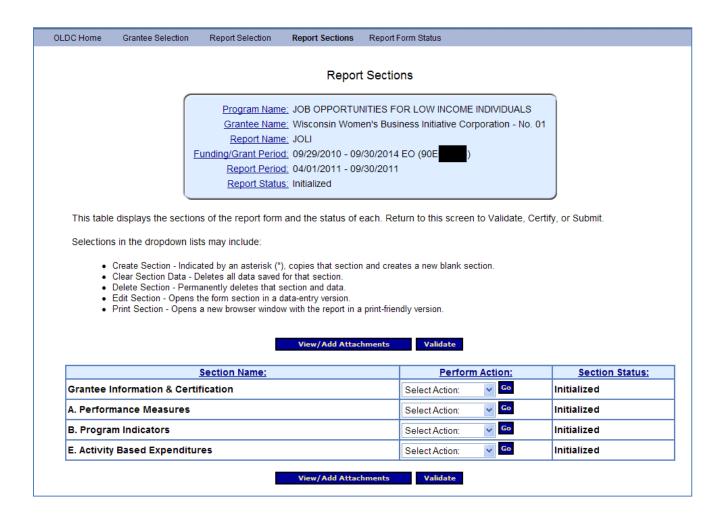
- 1. Visit https://extranet.acf.hhs.gov/ssi/. The Secure Sign-In (SSI) screen will appear.
- 2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will appear.
- 3. Select the **OLDC** application button/link. The On-Line Data Collection Welcome screen will appear.
- 4. Click the **Report Form Entry** link. The Program & Grantee Selection screen will appear.
- 5. Select the **Program** from the Program Name drop-down list.

- 6. Select the **Grantee** from the Grantee Name drop-down list.
- 7. Select the **Report Type** to be created, modified or viewed from the Report Name drop-down list.
- 8. Click the **Enter** button. The Grant & Report Period Selection screen will appear.
- 9. Select a **Funding/Grant Period** from the Funding/Grant Period drop-down list. A list of Reporting Periods will appear in Step 2.
- 10. Select a **Reporting Period** by selecting the appropriate radio button in the Select column.

Note: Notice that the Status column is empty because no action has been performed on this report as of yet.

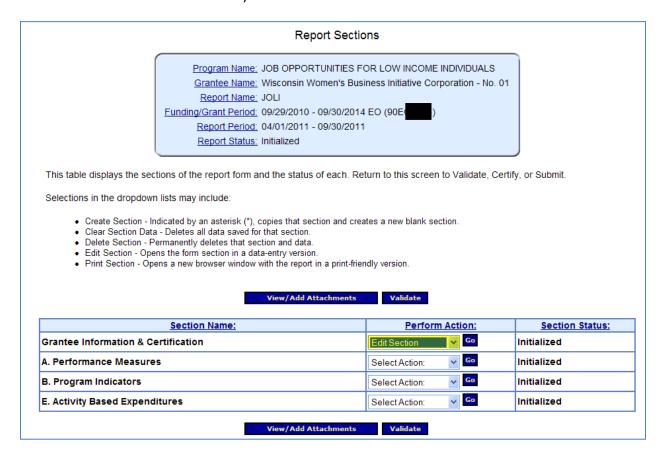
- 11. Select an Action from the Select Action drop-down list.
- 12. Click the **Enter** button. The Report Sections screen will appear.

Note: Selecting the New/Edit/Revise action will change the Status to Initialized.

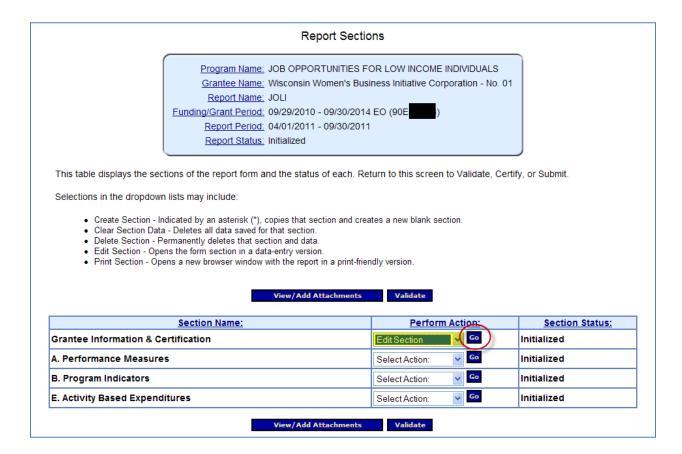


Note: The JOLI Program PPR contains 4 sections (including the Cover Page). Each section's data is entered separately and sections may be saved individually.

13. Select **Edit Section** from the Perform Action drop-down menu. (For ex. – Grantee Information & Certification)



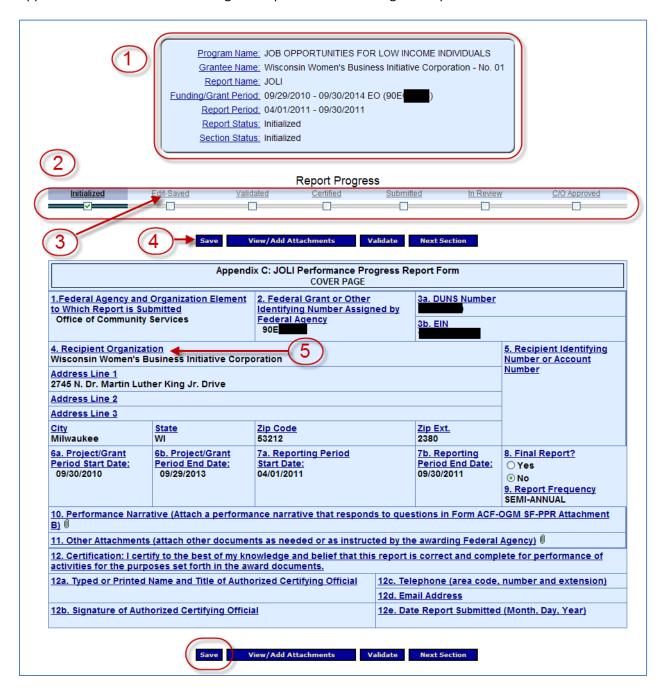
14. Click the **Go** button to the right of the Action selected in the Perform Action drop-down list. The Report Progress Screen for that Report Section will appear.

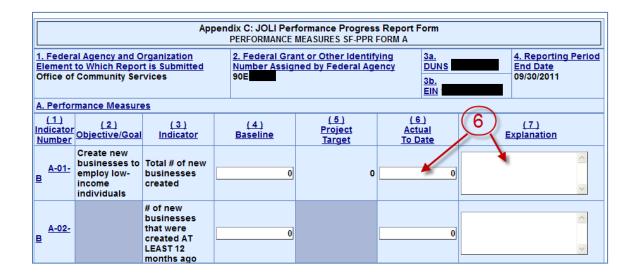


Note: Refer to the Report Forms section for Report Forms.

Report Forms

Appendix C: JOLI Performance Progress Report Form Cover Page Example



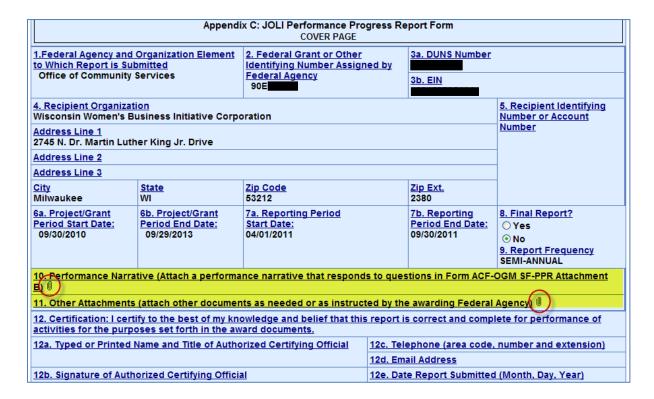


- Form information, such as Program Name and Grantee Name is automatically filled in by OLDC.
- The Report Progress bar visually tracks the status of the Report Form on the Report screen. As each step in the submission process is completed, the Progress bar fills and check boxes are marked.
- 3 Click the underlined text above each Progress box for a definition of that status.
- Use Action buttons to move from one section to another, save data, or view/add attachments. Save your data often. The form is not submitted when saved and may still be edited.
- 5 Click the underlined text above each Progress box for a definition of that status.
- 6 Enter data in open fields.

15. Complete the edits for each section on the Report Sections screen. The Report Progress bar will change from Initialized to Edit-Saved. Be sure to save each section of the form.

DC Home Gr	rantee Selecti	on Report Selection	Report Sections	Report	Report Fo	rm Status	
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			e: Wisconsin Women				1
		Report Name		o Dusine	JJ IIIIIIIIIV	c corporation - No. c	
		Funding/Grant Period		0/2014 E	O (90E)	
		Report Period	<u>d:</u> 04/01/2011 - 09/30	0/2011	`	,	
		Report Status	s: Saved				
		Section Status	s: Saved				
			Report F	Progres	e		
Initialized	<u>E</u>	dit-Saved Valid			Submitte	ed <u>In Revie</u> v	v <u>C/O Approved</u>
<u> </u>							
			x C: JOLI Performa COVER	PAGE	gress Ke		
1.Federal Age to Which Rep		rganization Element nitted	2. Federal Grant o Identifying Numbe		ed by	3a. DUNS Number	
Office of Co			Federal Agency 90E			3b. EIN	
4. Recipient C			ration				5. Recipient Identifying Number or Account
		siness Initiative Corpo	ration				Number
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Address Line 2745 N. Dr. M	<u>1</u> lartin Luthe <u>2</u>	•	ration				
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Address Line 2745 N. Dr. Ma Address Line Address Line City Milwaukee	e 1 lartin Luthe e 2 e 3	er King Jr. Drive State Wi	<u>Zip Code</u> 53212	od		2380	Number 8. Final Report? Yes
Address Line 2745 N. Dr. M. Address Line Address Line City Milwaukee 6a. Project/Gr Period Start I	e 1 lartin Luthe e 2 e 3	State WI Sb. Project/Grant Period End Date:	Zip Code 53212 7a. Reporting Peri Start Date:	od		2380 7b. Reporting Period End Date:	Number 8. Final Report? ○ Yes ⊙ No
Address Line 2745 N. Dr. M. Address Line Address Line City Milwaukee 6a. Project/Gr Period Start I	e 1 lartin Luthe e 2 e 3	State WI Sb. Project/Grant Period End Date:	Zip Code 53212 7a. Reporting Peri Start Date:	od		2380 7b. Reporting Period End Date:	Number 8. Final Report? Yes
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Address Line 2745 N. Dr. M. Address Line Address Line City Milwaukee 6a. Project/Gr Period Start D 09/30/2010 10. Performar B) 0 11. Other Atta 12. Certificatia activities for 12a. Typed or	e 1 lartin Luthe e 2 e 3 rant Date: Ince Narrati achments (ion: I certify the purpos r Printed Na	State WI Sb. Project/Grant Period End Date: 09/29/2013 Ve (Attach a performal attach other documen y to the best of my knows set forth in the aw	Zip Code 53212 7a. Reporting Peri Start Date: 04/01/2011 nce narrative that r ts as needed or as owledge and belief ard documents. rized Certifying Off	respond instruct that this	report is	2380 7b. Reporting Period End Date: 09/30/2011 tions in Form ACF- awarding Federal correct and comp	8. Final Report? Yes No 9. Report Frequency SEMI-ANNUAL OGM SF-PPR Attachment Agency)

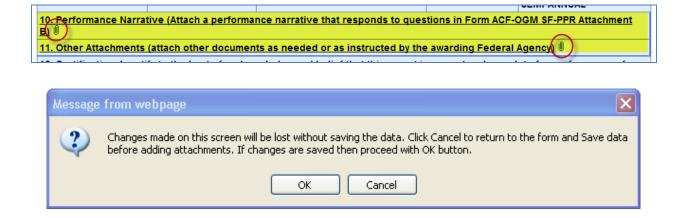
Uploading Attachments to a Form



Menu Navigation

To upload an attachment:

1. Click the **Attachment** link. The confirmation dialog box will appear.

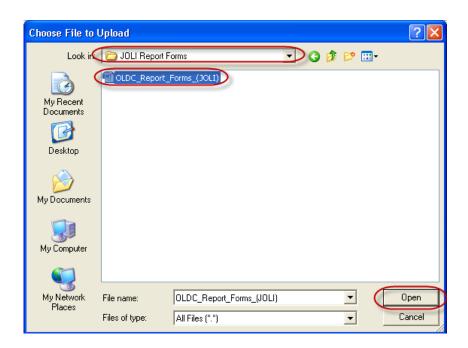


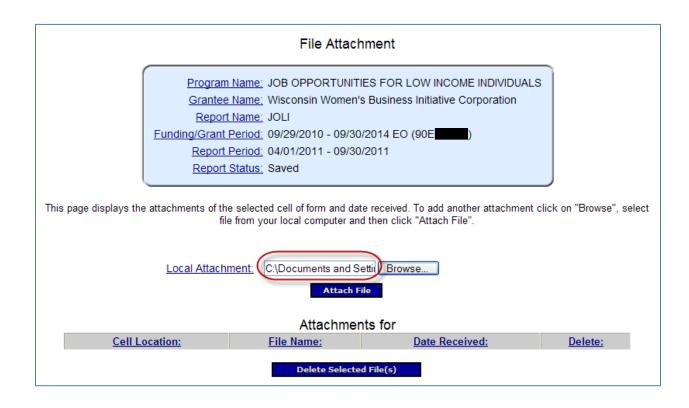
2. Click the **Ok** button. The File Attachment screen will appear.



3. Click the **Browse** button. The Choose File to Upload dialog box will appear. Select the file to upload and click the Open button. The File Attachment screen will reappear with the selected file to upload.

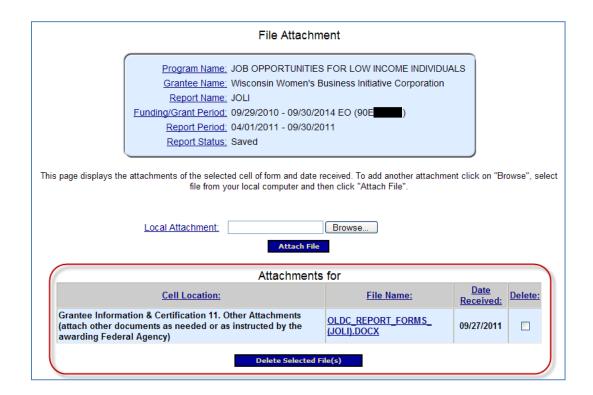






4. Click the **Attach File** button. The File Attachment screen will appear with the attachment file.





Validating Report Forms

Once data is entered and saved for each section, the entire form must be validated.

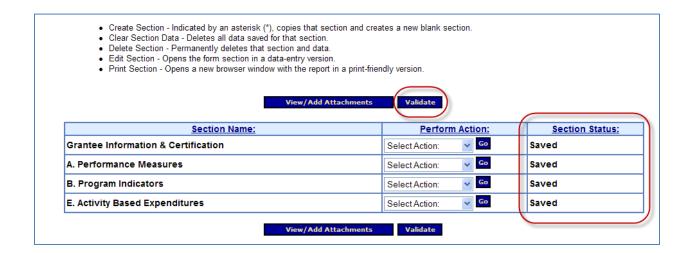
- Validate checks the report form for mathematical errors.
- If there are no errors, the form is validated and ready to be certified.
- If there are any problems, an error message appears at the top of the form. Reports with errors cannot be certified and have the status "Saved with Errors". Errors must be corrected.

Menu Navigation

To validate report forms:

- 1. Visit https://extranet.acf.hhs.gov/ssi/. The Secure Sign-In (SSI) screen will appear.
- 2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will appear.
- 3. Select the **OLDC** application button/link. The On-Line Data Collection Welcome screen will appear.
- 4. Click the **Report Form Entry** link. The Program & Grantee Selection screen will appear.
- 5. Select the **Program** from the Program Name drop-down list.
- 6. Select the **Grantee** from the Grantee Name drop-down list.
- 7. Select the **Report Type** to be created, modified or viewed from the Report Name drop-down list.

- 8. Click the **Enter** button. The Grant & Report Period Selection screen will appear.
- 9. Select a **Funding/Grant Period** from the Funding/Grant Period drop-down list. A list of Reporting Periods will appear in Step 2.
- 10. Select a **Reporting Period** by selecting the appropriate radio button in the Select column.
- 11. Select an **Action** from the Select Action drop-down list. (For ex. New/Edit/Revise Report)
- 12. Click the **Enter** button. The Report Sections screen will appear.
- 13. Click the **Validate** button on the Report Sections screen to validate all sections of the report at one time. If there are no errors, the Section Status column will have a status of Saved Validated for each section.



Report Sections

Program Name: JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS

Grantee Name: Wisconsin Women's Business Initiative Corporation - No. 01

Report Name: JOLI

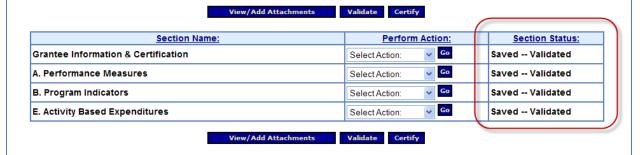
Funding/Grant Period: 09/29/2010 - 09/30/2014 EO (90E

Report Period: 04/01/2011 - 09/30/2011 Report Status: Saved -- Validated

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data Deletes all data saved for that section.
- Delete Section Permanently deletes that section and data.
- · Edit Section Opens the form section in a data-entry version.
- Print Section Opens a new browser window with the report in a print-friendly version.



Certifying Report Forms

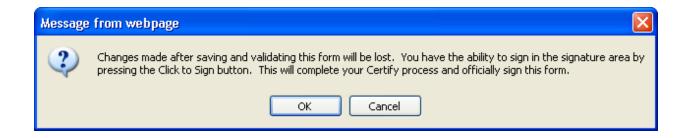
Menu Navigation

To certify report forms:

- 1. Visit https://extranet.acf.hhs.gov/ssi/. The Secure Sign-In (SSI) screen will appear.
- 2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will appear.
- 3. Select the **OLDC** application button/link. The On-Line Data Collection Welcome screen will appear.
- 4. Click the **Report Form Entry** link. The Program & Grantee Selection screen will appear.
- 5. Select the **Program** from the Program Name drop-down list.
- 6. Select the **Grantee** from the Grantee Name drop-down list.
- 7. Select the **Report Type** to be created, modified or viewed from the Report Name drop-down list.
- 8. Click the **Enter** button. The Grant & Report Period Selection screen will appear.
- 9. Select a **Funding/Grant Period** from the Funding/Grant Period drop-down list. A list of Reporting Periods will appear in Step 2.
- 10. Select a **Reporting Period** by selecting the appropriate radio button in the Select column.

- 11. Select an **Action** from the Select Action drop-down list. (For ex. New/Edit/Revise Report)
- 12. Click the **Enter** button. The Report Sections screen will appear.
- 13. Click the Certify button on the Report Sections screen to certify all sections of the report at one time. A message box confirming certification will appear.

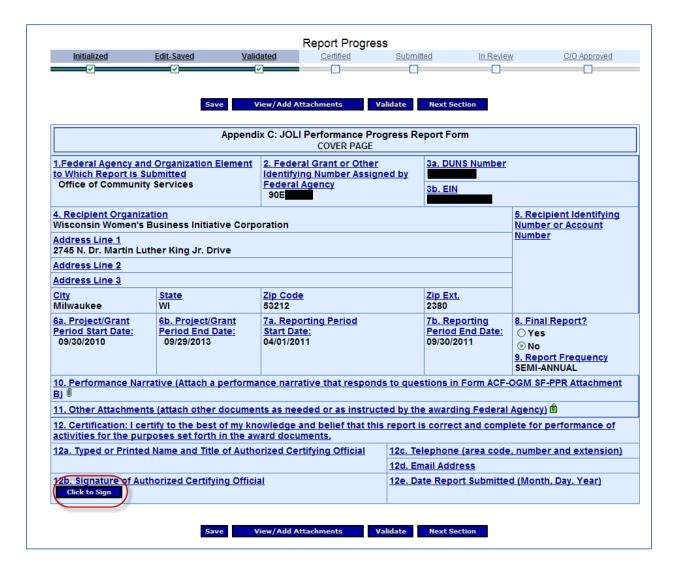


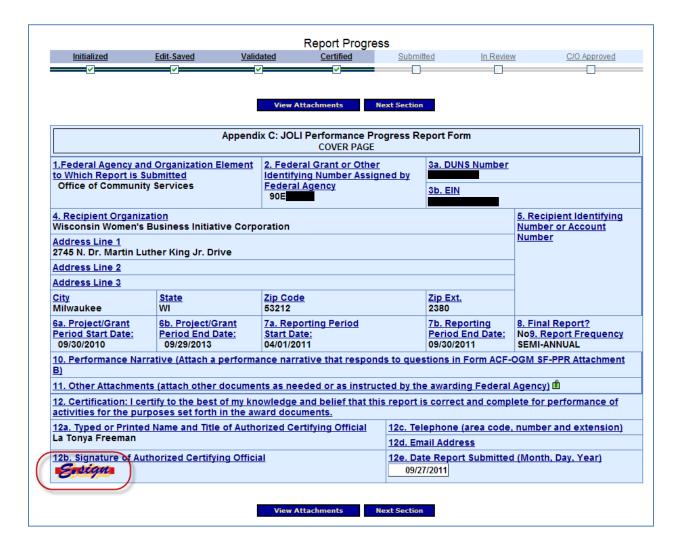


14. Click the **Ok** button on the Confirmation Message dialog box. The Progress Report for the Cover Page will appear.

Program Name: JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS Grantee Name: Wisconsin Women's Business Initiative Corporation - No. 0.1 Report Period. 09/29/2010 - 09/30/2014 EO (90E Report Period. 04/01/2011 - 09/30/2011 Report Period. 04/01/2011 - 09/30/2011 Report Status: Saved - Validated Section Slatus: Saved - Validated Section Slatus: Saved - Validated Report Progress Initialized Edit-Saved Validated Report Progress Appendix C: JOLI Performance Progress Report Form COVER PAGE 1.Federal Agency and Organization Element Icentifying Number Assigned by Edderal Agency GOVER PAGE 1.Federal Agency and Organization Element Icentifying Number Assigned by Edderal Agency SOE 3.D. EIN 5. Recipient Identifying Number Assigned by Edderal Agency SOE 3.D. EIN 5. Recipient Identifying Number Assigned by Edderal Date: 09/30/2011 Solve State Will Source State Will Source State Will Source State Solve	Grantee Name Wisconsin Women's Business Initiative Corporation - No. 01 Report Name Jour Funding/Grant Period 09/29/2010 - 09/30/2014 EO (90E Report Period Status Saved - Validated Section Status Saved - Validated Submitted In Review CO Approved Saved	DC Home	Grantee Select	ion Report Selection	Report Sec	tions Report	Report Fo	rm Status		
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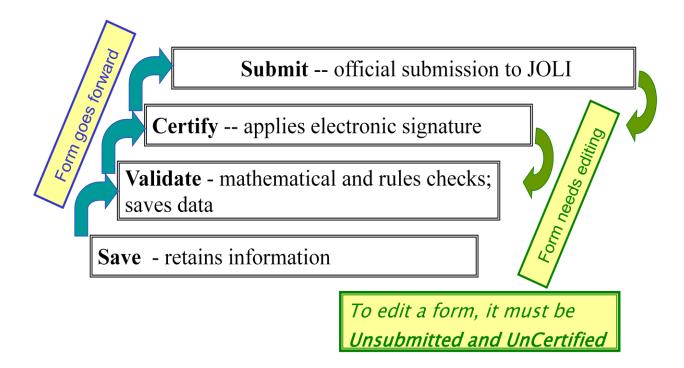
15. Click the Click to Sign button on the Report Form. The Report Progress screen for the report form will reappear with an electronic signature.





Submitting Report Forms

- When the report form has been certified, it displays a Certified status.
- The report form is now ready to be submitted. Return to the "Report Sections" screen to submit the report.
- Only a person with the role "Submit" will see the Submit button.
- An UnCertify button is available in case there is a need to return to the report for editing.



Menu Navigation

To submit report forms:

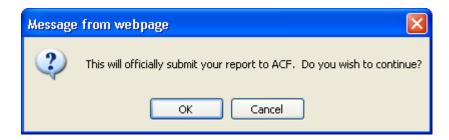
- 1. Visit https://extranet.acf.hhs.gov/ssi/. The Secure Sign-In (SSI) screen will appear.
- 2. Enter your **ID** and **Password** and click on the **Login** button to login. The Select Application page will appear.
- 3. Select the **OLDC** application button/link. The On-Line Data Collection Welcome screen will appear.
- 4. Click the **Report Form Entry** link. The Program & Grantee Selection screen will appear.
- 5. Select the **Program** from the Program Name drop-down list.
- 6. Select the **Grantee** from the Grantee Name drop-down list.
- 7. Select the **Report Type** to be created, modified or viewed from the Report Name drop-down list.
- 8. Click the **Enter** button. The Grant & Report Period Selection screen will appear.
- 9. Select a **Funding/Grant Period** from the Funding/Grant Period drop-down list. A list of Reporting Periods will appear in Step 2.
- 10. Select a **Reporting Period** by selecting the appropriate radio button in the Select column.
- 11. Select an **Action** from the Select Action drop-down list. (For ex. New/Edit/Revise Report)

12. Click the **Enter** button. The Report Sections screen will appear.

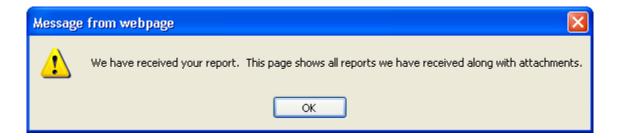


13. Click the Submit button. A confirmation to submit dialog box will appear.





14. Click the Ok button. A confirmation of receipt dialog box will appear.

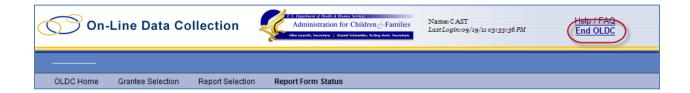


15. Click the Ok button. The Report Form Status screen will appear.



End OLDC

After each use, end OLDC. A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking **End OLDC**. However, if the **person who locked the form** logs back into OLDC and re-opens the form, then it is unlocked. A timeout warning message appears after 30 minutes of inactivity to the OLDC server. Activity includes clicking any of the actions buttons (e.g. Save, Validate, Certify, and Submit). You have another 20 minutes before the actual timeout. Please log out between uses to prevent forms from locking.



Resources

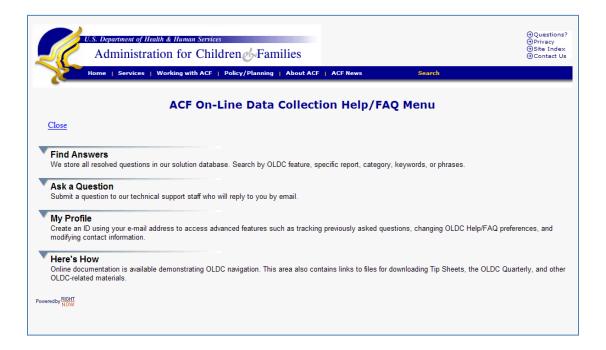
OLDC Support Site

Help resources are available from the top of every OLDC web page:



Help/FAQ Home

You can find answers, ask questions, or read "Here's How" help sheets:



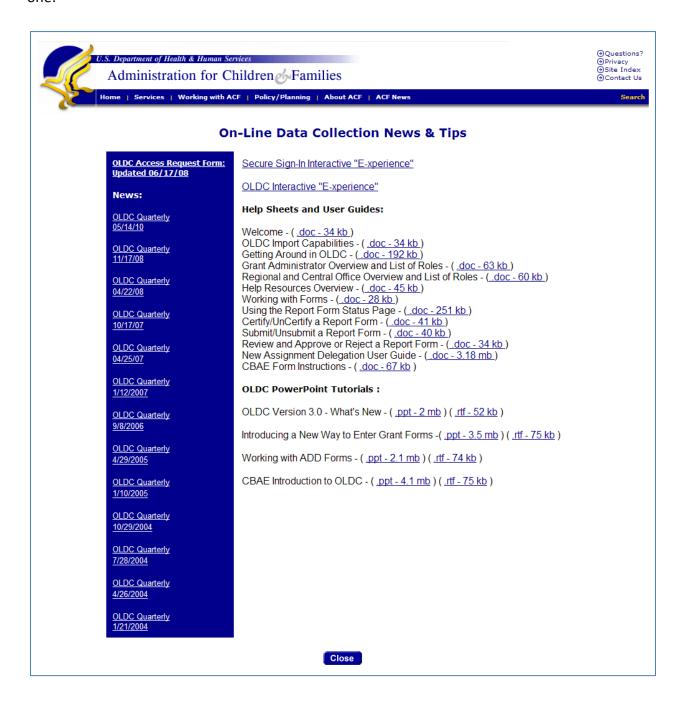
Find Answers

You can search OLDC's "Find Answers" by keyword or topic:



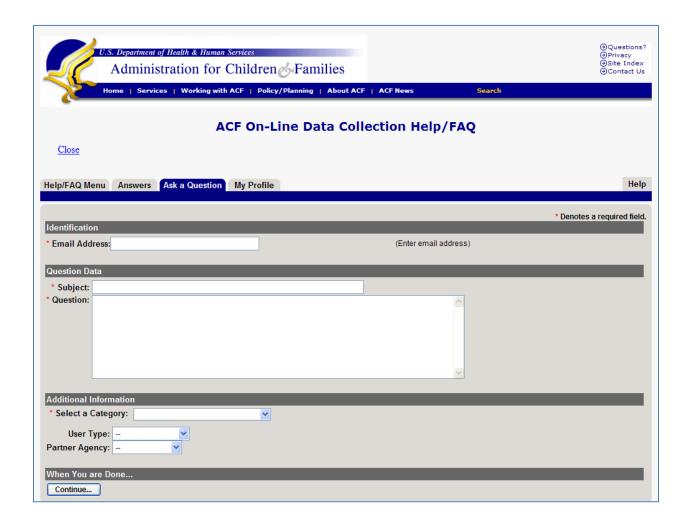
Here's How

Use Help Sheets to walk you through common OLDC tasks, and tutorial slide shows like this one:



Ask a Question

We appreciate your using Online Data Collection (OLDC). We want to know how OLDC is working for you. Use "Ask A Question" to let us know your ideas or concerns or to ask the Custom Application Support and Training team a technical question.



Courseware Version 1.0

Training and Support

The Custom Applications Support & Training Support Center known as CAST provides Training and Assistance with ongoing Help Desk Support for OLDC. Support team personnel are available at (www.App_support@acf.hhs.gov) Monday through Friday 8 a.m. to 6 p.m. EST to assist in support issues.

The Grants Center of Excellence

Contact us:

www.App_support@acf.hhs.gov

1.866.577.0771 202.401.5282